**Terms of Reference (TOR)**

**Meso American – Caribbean Sea Hydrographic Commission (MACHC) Maritime Safety Information (MSI) Working Group (MSIWG)**

**References:**

* IMO Resolution MSC.468(101) – Amendments to Promulgation of Maritime Safety Information (Resolution A.705(17), as amended)
* IMO Resolution MSC.469(101) – Amendments to World-Wide Navigational Warning Service (Resolution A.706(17), as amended)

**Introduction:**

At the 23rd Meeting of the MACHC, members agreed to establish a regional MSI WG to support the provision of MSI. It will facilitate the implementation of new technologies and any necessary changes in procedures for disseminating MSI required by the Global Maritime Distress and Safety System (GMDSS).

**Objective:**

The MACHC seeks to promote the enhancement of the provision of MSI to mariners at sea.

The MACHC MSI WG effort will be based upon the principles of the promulgation of MSI and the World-Wide Navigation Warning Service found in IMO resolutions MSC.468(101) and MSC.469(101), respectively. Additionally, the MACHC MSI WG will coordinate with coastal states within the MACHC to ensure the MACHC, can meet the IRCC’s strategic performance indicator (SPI) 3.1, which concerns coastal states having the capacity to provide MSI in accordance with the joint IMO/IHO/WMO manual on MSI.

The MSIWG should consider the following to support MSI development within the MACHC region:

* Facilitate GMDSS MSI services and arrange compliance with the regulations and recommendations of the IMO, IHO and other relevant organizations.
* Facilitate cooperation concerning technical and administrative matters related to the MSI service.
* Facilitate the exchange of information concerning events that could affect safety at sea.
* Facilitate the exchange of advice and guidance concerning the dissemination of MSI.
* Facilitate harmonization of new and existing methods to improve the content of MSI and how seafarers receive it.
* To evaluate and discuss new, mandated, and proposed methods of providing MSI and to forward concerns and questions to the relevant IMO, IHO, or WMO body.
* To exchange information about major planned operations at sea that are expected to affect international shipping in coastal waters of adjacent countries.
* Develop, improve and maintain MSI capacity.

**Authority:**

The MSI WG is a subsidiary body of the MACHC. Its work is subject to MACHC approval.

**Composition and Chairmanship:**

* All MACHC Members, Associate Members, and Observers are encouraged to participate in the MSI WG and to contribute to the work.
* The MSI WG Chair and Vice-Chair shall be elected from the membership of the WG.
* If a secretary is required, they should normally be drawn from the membership of the MSIWG.
* If a Chair is unable to carry out the duties of their office, the Vice-Chair shall assume the position of Chair with the same responsibilities and duties.

**Composition and Chairmanship:**

* The MSI WG decisions should generally be made by consensus. If a vote is required, it will be made by the membership of the WG. Votes at meeting shall be based on one vote per member represented at the meeting.
* The MSI WG should follow, as much as possible, existing guidelines and recommendations issued by the IHO, IMO, and other international bodies.
* The MSI WG should consult other relevant bodies, as deemed necessary.
* The MSI WG should inform relevant RHCs with the aim to coordinate within other regions as much as possible.
* The work of the MSI WG will be carried out primarily by correspondence (via e-mails and periodic teleconferences). The members are encouraged to reply without delay when the WG is seeking information.
* The MSI WG should present an annual report and work plan to the MACHC for direction and approval. This report should include a description on the status of WG business and recommendations on how to proceed with MSI issues and an action plan with a specified time schedule for future MSI WG actions.